

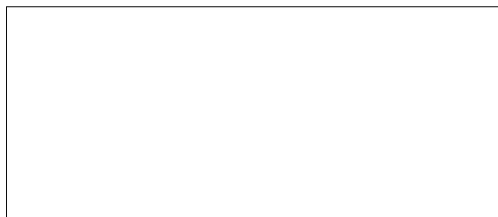
16 June 1978

MEMORANDUM FOR THE RECORD

FROM :   
NFAC Executive Officer

SUBJECT: Performance of Gerald Hughes as Acting  
Chief, NFAC Administrative Staff

1. ~~(A100)~~ The purpose of this memorandum is to reflect in the record the very fine performance of Gerald Hughes as Acting Chief of the NFAC Administrative Staff during the absence of the chief from 5-16 June 1978.
2. ~~(A100)~~ Even though he had not had any previous opportunities to run the Staff for an extended period, Mr. Hughes stepped right in, assumed command, and continued the smooth and effective functioning of the Staff. I was particularly impressed by two things: (1) his ability to acknowledge that he did not have an answer on the top of his head and the quickness with which he was then able to come up with the answer; and (2) his own, and the staff's, overall responsiveness to unscheduled demands placed on them. In sum, the quality of work remained high, the day-to-day work got done, and short-lead-time ad hoc requests were satisfied--apparently without undue disruption of Staff functioning. I consider that his overall performance was very strong.
3. ~~(A100)~~ While a period of two weeks is not a long time to observe someone in a position of such responsibility, I think I saw enough to suggest to me that he has clear potential for this kind of advancement in the future.
4. ~~(A100)~~ It is requested that this memorandum be placed in Mr. Hughes' official file.



cc: Gerry Hughes  
Chief, NFAC Admin Staff  
Director of Personnel

APPROVED FOR  
RELEASE DATE:  
17-Mar-2010